

**IVY TECH COMMUNITY COLLEGE
BLOOMINGTON CAMPUS
BOARD OF TRUSTEES**

MINUTES

May 22, 2018 at 3:00 p.m.

The Bloomington Board of Trustees met on Tuesday, May 22, 2018 in the Executive Board Room at Ivy Tech Community College Bloomington, 200 Daniels Way, Bloomington, Indiana.

Chairwoman Connie Ferguson called the meeting to order and called the roll.

Trustees present: Connie Ferguson, Jim Touloukian, Shawna Girgis, Laura Hammack, Carven Thomas

Trustees absent: Lynn Coyne

Others present: Jennie Vaughan, Amanda Billings, Jennifer Daily-Mantha, Doug Giles, Heidi Giles, Tina Phelps, Dr. Jim Smith, Jessica Strunk, Dr. Larry Swafford, and Michael Reschke (The Herald-Times reporter)

Chancellor Jennie Vaughan reported that the meeting was legally advertised.

INTRODUCTION OF GUESTS

Chancellor Vaughan introduced new employee Yvonne Zhao, Academic Advisor.

APPROVAL OF MINUTES

Trustee Jim Touloukian made the motion to approve the minutes from the March 27, 2018 meeting, and Trustee Carven Thomas seconded. The minutes were approved unanimously as presented.

CHAIRPERSON'S REPORT

Chairwoman Ferguson said we hosted another wonderful graduation ceremony this year. Trustee Laura Hammack said she recognized several Brown County students who were now graduating; and Trustee Thomas said that a former GE employee also graduated too. Chancellor Vaughan said that the H-T coverage was impressive. The Honors Day ceremony earlier in the day was also wonderful—it was inspiring to hear all of the outstanding student stories.

Chairwoman Ferguson also recently participated in the statewide Foundation Directors meeting. The Foundation Directors are in the process of developing a new charter which means we might have the opportunity to add some new directors to that board. Chairwoman Ferguson said she would like to hear our suggestions for new directors if we have any.

Concluding her report, Chairwoman Ferguson said that the O'Bannon Day of Service was fantastic. The Civic Engagement Awards ceremony was wonderful; it was nice to have that part of the Day of Service.

CHANCELLOR'S REPORT

Chancellor Vaughan shared some updates on the staffing for the Safety and Security Hub. The College is going through a reorganization under President Ellspermann's leadership, and part of that involves shared/consolidated, or "hubbed", services that are meant to be more efficient. These started out mainly for the student-focused areas of the College but have grown to include several other areas of the College. This is a time-consuming project to review efficiencies of several departments, and the first project to be completed is Safety and Security. Safety and security have always been important to us at the Bloomington campus, and we greatly improved our services when we hired Kyle Giles seven years ago to lead that area. At that time, there really was no uniform policy statewide for safety and security; and under Kyle's leadership, we have implemented active shooter training, added a safety system that includes cameras and text alerts, and have provided other safety training for employees. Chancellor Vaughan said she was approached by Terre Haute/Evansville about three years ago asking if they could share Kyle's time to implement similar procedures at their campuses. All parties agreed to the arrangement (which included sharing Kyle's travel expenses and benefits), and Kyle has split his time overseeing security and safety between the Bloomington (home campus), Evansville, and Terre Haute campuses.

There were seven positions similar to Kyle's across the state, but those have been combined into five positions as part of this hub: North, Central, and South, Executive Directors and two positions for various state and federal reporting, etc. The current safety and security directors were asked to apply for these positions, and Chancellor Vaughan reported that Kyle is now the Executive Director of Public Safety and Emergency Preparedness - South. He will work with the safety and security leads at each of the campuses he oversees while reporting to Systems Office and maintaining an office on our campus.

The Bloomington Campus should realize some cost savings from this hub, and more details are expected to be shared at the June meeting of the State Board of Trustees. The Chancellor said that this particular model makes sense to hub, but we're eagerly waiting to see how the other proposed hubs will work. Chairwoman Ferguson asked what areas are under review for "hubbing", and Chancellor Vaughan said almost every department or process is under review (marketing, finance, human resources, registrar, debt collection, etc.).

Continuing her report, Chancellor Vaughan called on Heidi Giles, Adjunct Coordinator and Chair of the Commencement Planning Committee, for an update on this year's Commencement ceremony. Heidi thanked all of the trustees for attending this year's ceremony. She said we did a lot of new things this year to help promote graduation to our students, including hosting a "Countdown to Graduation" in March following spring break. This was set up so students could find out how to apply to graduate and how to run a degree audit (to see if they were close to graduating). We also provided them with checklists of next steps depending on whether or not they were eligible apply to graduate or if they should meet with an advisor. Closer to graduation,

we held a Grad Fest over three days. The first day was dedicated to our alumni, and the festivities included a barbeque food truck, games, and giveaways. The goal for this event was to find out how current alumni and soon-to-be graduates want to be involved at Ivy Tech Bloomington as alumni. Day Two was dedicated to decorating mortar boards, or “caps”, for the commencement ceremony. We had between 30 and 40 students participate. Day Three was all about commencement details: we held two information sessions about preparing for the ceremony. In between the two sessions, we held an end-of-the-semester “bash” to celebrate. We also had an alumni information booth set up during the day to bring awareness to becoming Ivy Tech Alumni. We are hoping to expand on these activities for next year and we plan to start promoting them earlier. We had 258 graduates walk in the ceremony this year, and our goal for next year is to increase that to 280. In 2020, we have a goal of 300 students participating in the commencement ceremony. New this year: we had two Snapchat filters created specifically for commencement, and we had the Bloomington North High School band perform “Pomp and Circumstance” during the ceremony.

Next, Chancellor Vaughan called on Vice Chancellor for Academic Affairs Dr. Larry Swafford for an update on our campus’ new degree in Medical Assisting. Larry explained that we have expedited this process due to demand, and that also includes renovating an existing lab this summer to meet the program’s specifications. Current Public Safety Department Chair, Darlene Hooten-Polley, will now also oversee Medical Assisting. This program is offered on many other Ivy Tech campuses, and when we researched why we weren’t offering it too, we learned that we never had a specific lab designated for the program. We were already authorized to offer this program, so we decided we would go ahead and renovate one of our labs and use Perkins funds to purchase new equipment so we can start offering this program in the fall. Medical assistants can make \$14-\$15 per hour and are often the front line in doctors’ offices, mainly scheduling appointments and interacting with patients. We will offer a 33-hour technical certificate and a 60-credit-hour Associate of Science degree. This program will be located in the Ferguson Academic Building’s Health Sciences area. We’re optimistic about the success of this new program: We haven’t started advertising yet, but we already have five students interested in enrolling in the program.

Chancellor Vaughan noted that we added another new program (Optometric Technology) this past academic year, and it was one of the beneficiaries of our Circle of Ivy women’s philanthropy group. The project that was funded served 50 people in our community who couldn’t afford to visit an eye doctor. They all received free eye exams and free glasses.

Concluding her report, Chancellor Vaughan announced that long-time employee, Jim Smith, will retire at the end of June after 18 years of service to the Bloomington Campus. Jim has been integral in opening doors at IU to create our transfer articulation agreements, and he is responsible for so many of the wonderful things that we’re doing at the campus today. One of those programs is the Volunteer Income Tax Assistance (VITA) program which is led by our accounting students and offers free tax help to people who make \$54,000 or less, persons with disabilities and limited English speaking taxpayers who need assistance in preparing their tax returns. Jennie said Jim has been a great friend and colleague, and she thanked him for his service.

ACTION ITEMS

Executive Director of Finance Doug Giles presented the Expenditure Form. Trustee Touloukian moved to approve the Expenditure Form, and Trustee Thomas seconded the motion. The motion carried unanimously.

DISCUSSION ITEMS

No items were presented.

INFORMATION ITEMS

No items were presented.

FUTURE MEETINGS AND IMPORTANT DATES

June

- Regional Circle of Ivy Reception (Thursday, June 21, 2018; 4:00 – 5:30 p.m.; North Terrace, Cook Pavilion)

July

- Campus Board Meeting (Tuesday, July 24, 2018; 4:00 – 5:00 p.m.; Executive Board Room, Connie and Steve Ferguson Academic Building)

August

- Fall Semester begins (Monday, August 20, 2018)

September

- Campus Board meeting: Tuesday, September 25, 2018, 4:00 p.m.; Executive Board Room, Connie and Steve Ferguson Academic Building (Open to the Public)

November

- Campus Board meeting: Tuesday, November 13, 2018, 4:00 p.m.; Executive Board Room, Connie and Steve Ferguson Academic Building (Open to the Public)
- Showcase of Chefs and Wine Annual Donor Appreciation Event: Tuesday, November 13, 2018 from 5:30 to 7:30 p.m.; Shreve Hall, Connie and Steve Ferguson Academic (all trustees and spouses invited)

December

- Winter Recess (College closed Monday, December 25 – Tuesday, January 1, 2019)

ADJOURNMENT

Chairwoman Ferguson called for a motion to adjourn the meeting. Trustee Shawna Girgis moved to adjourn the meeting, and Trustee Touloukian seconded the motion. The motion was approved unanimously. The meeting adjourned at 4:42 p.m.

Chair

Secretary

Date